

Wisconsin Rapids Balloon Rally, Arts/Crafts Vendor Application/Contract

Wisconsin Rapids Airport - Alexander Field - 3620 1st Street S

www.cmnballoonrally.com

Friday August 28, 2009 5 pm - dusk, Saturday August 29, 2009 10:30 am - dark, Sunday August 30, 2009 dawn - noon

NO MOTORHOMES ALLOWED ON FIELD

Contact name: _____ Business (Vendor) Name: _____

Address: _____ WI Seller's Permit #: _____

City, State, Zip: _____ E-Mail Address: _____

Telephone: _____ Fax Number: _____ **NO ELECTRICITY AVAILABLE!!**

Description of Art/Craft offered: _____

Contract Terms:

1. Use/fees: Booth space will be used for retail sale of Vendor's Art/Craft, and for no other purpose. Vendor will be assigned a 10 foot wide, 30 foot deep booth space on the date of the event. **A \$60.00 donation per booth space to Children's Miracle Network must accompany this application.** There will be a \$25.00 fee for all NSF checks.

2. Insurance requirements: Vendor must have commercial general liability insurance with a minimum amount of \$1,000,000.00 each occurrence, products/completed operations, and general aggregate without any sublimits effective throughout the term of this contract and MUST name the "Municipal Airport Commission, Alexander Field, South Wood County WI" as ADDITIONAL INSURED. **Proof of insurance must accompany this application and a \$25.00 non-refundable fee will be charged on any application not accompanied by the requested insurance documents.**

3. Items Permitted: Hand-made items & retail items allowed. Flea market, food and beverage items NOT allowed (There is a separate application and fee for food / beverage items at www.cmnballoonrally.com). **NO MOTORHOMES ALLOWED ON FIELD**

4. Set up: All booths will be set up between 2:00 pm and 5:00 pm Friday afternoon. **NO EARLY SETUP ALLOWED.** Only one vehicle per vendor will be allowed on the grounds between 5:00 pm and 10:00 pm on Friday or between 3:00 pm and 10:00 pm on Saturday. **NO MOTORHOMES ALLOWED ON FIELD**

5. Booth Needs: Vendor is responsible for providing all equipment/booth needs including signs, tables, chairs and extension cords. Tents or similar shelters are recommended. **Booth size of 10 foot wide and 30 foot deep will be enforced and everything Vendor brings MUST fit inside assigned area.** If additional space is needed, an adjacent booth will be available for an additional \$60.00 if requested and payment is made at time contract is returned. Anything that does not fit in assigned space, including trailers of any kind, must be removed from field by 5:00 pm on Friday. Booth space will not be assigned, sublet, shared or occupied by anyone other than the person/business named above.

6. Loss: Vendor bears sole responsibility for any loss or damage to equipment or merchandise. Vendor will leave the booth space clean and in the same condition it was found.

7. Licenses/Permits/Tax: Vendor will conduct business in a safe and orderly manner and obtain all required licenses and/or permits (including Wood County permits). Vendor is responsible for all taxes levied upon its sales and/or property.

8. Indemnity: Vendor indemnifies and holds harmless the Municipal Airport Commission, Alexander Field, Saint Joseph's Hospital of Marshfield and the volunteers of the Wisconsin Rapids Balloon Rally, from any and all claims, liabilities, fines, damages and expenses relating to or arising out of any act or neglect by Vendor or its employees or agents.

9. Cancellation Policy: No rain dates will be scheduled and all fees are non-refundable. Wisconsin Rapids Balloon Rally reserves the right to reject any and all applications.

To apply for a booth, forward 1) signed application, 2) \$60.00 donation payable to "Children's Miracle Network", and 3) Proof of Insurance to: Kurt Gross/Wings Air Charter, 3620 1st Street South, Wisconsin Rapids WI 54494.

Vendor Representative (By signing, Vendor agrees to be bound to terms if application is accepted):

Acknowledge and agreed to by _____ (Signature)